



Job Opportunity

State Controller's Office

Position: Senior Special Investigator

Statewide

Location: Executive Office
300 Capitol Mall, 6th Floor, Sacramento, CA 95814

Issue Date: February 20, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Rick Chivaro, (916) 445-6854

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer, or reachable on a certification list.

California Relay Service: 1-800-735-2929

Position Number(s): 051-722-8550-XXX

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

We offer the opportunity for interested candidates to work in a traditional yet progressive public agency, constitutionally established to oversee the financial/fiscal health of the State of California. The selected candidate will function in a professional environment designed to provide the citizens of the State of California with efficient public service and help safeguard the use of public funds with the direction of the Chief Legal Counsel.

This office is a fast paced independent public office designed to oversee the disbursement and receipt of more than \$100 billion of public funds in a fiscally responsible manner and has responsibility and/or oversight of approximately 62 boards and commissions.

Specifically, with general direction provided by the Chief Legal Counsel and under supervision of the Bureau Chief of Investigations, the successful candidate will function as a member of the Investigations Unit. He/she will be involved in conducting difficult investigations in relationship to fraud, malfeasance, or other criminal behavior in violation of laws within the jurisdiction of the State Controller. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Conduct investigations of suspected violations and complaints of laws, rules, and/or regulations;
- Interpret existing laws and initiate the proper application as assigned within their duties;
- Locate and interview victims, witnesses, and suspects of complaints;
- Prepare written reports and briefing to Chief Legal Counsel and other members of the executive staff as appropriate;
- Cooperate with state, federal, and local jurisdictions involved in investigative activities;
- Prepare cases/reports for District Attorney's throughout the State and Federal Prosecutors;
- Testify in state, federal, and civil courts or hearings when required;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- When required, serve legal documents;
- Conduct stake-outs, surveillances, and undercover operations;
- Apply rules of arrest to suspected violators;
- Carry a firearm;
- Display professionalism along with good ethics and morals;
- Communicate effectively with team members and senior staff;
- When required, work flexible hours and travel to various locations on short notice to conduct investigations of the area.

NOTE:

All applicants must include reference number EO-SIB-001 on a standard State Application, form 678. Failure to comply, may result in your application not being considered.

Desirable Qualifications:

- * POST certified. If a candidate is not POST certified, he/she will be required to participate in and complete a POST certified academy as a condition of appointment;
- * One to two years experience in fraud detection, computer forensics and/or law enforcement;
- * Excellent communications skills;
- * A college degree with an emphasis in criminal justice or a related field.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office
HUMAN RESOURCES
 300 Capitol Mall, 6th Floor
 Sacramento, CA 95814

Attn: Denise Cruz